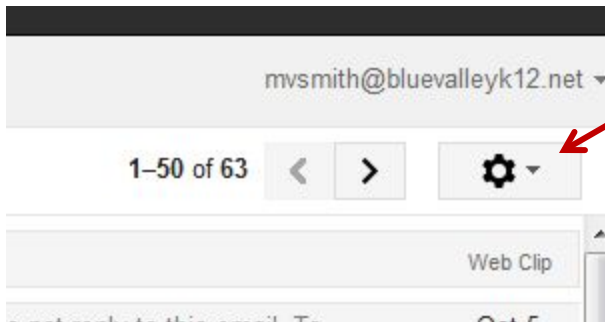
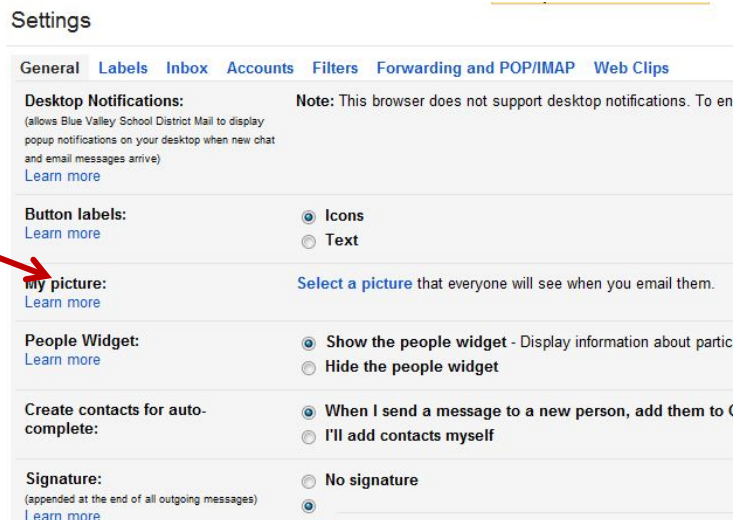


To change your avatar, after logging into your email with Gmail, you'll look in the top right hand corner, and click on the settings icon.

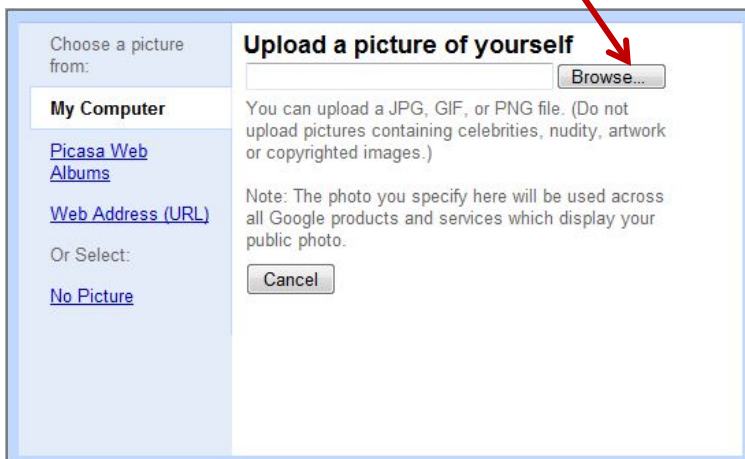


After you click on the settings icon, a few options should drop down. Click on the one that says Settings.

The settings will open. Scroll down until you see where it says My picture:

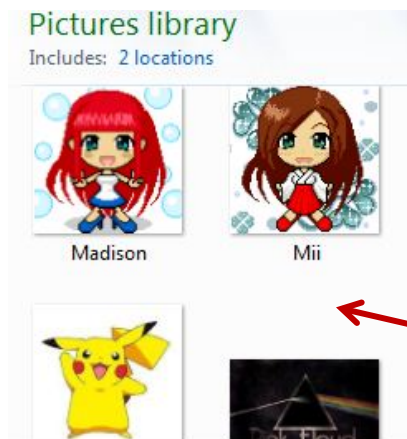
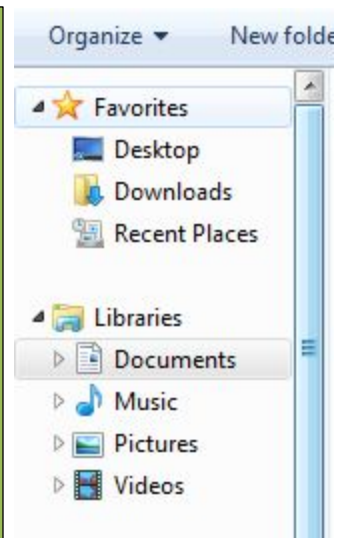


When you find it, click where it says 'Select a picture' in blue letters. There is a picture below of what should appear. Next, click on where it says browse.



Find your pictures file. All of your files should appear on the left hand side of the window that opens when you click browse.

When you open your pictures file, all of your pictures should show up. Scroll through and find the picture that you would like to use for your avatar. Remember, it represents YOU!



Select the picture you'd like to use for your avatar. It should show the name the picture was saved as in the file search box. Click open.

File name: Mii

All Files (*.*)

Open Cancel

Crop this picture of yourself.

You can drag the box to select the crop area, and use the handle to resize it.

[« Back to upload](#)



Apply Changes

Cancel

After clicking open, the picture should pop up. It will give you the option to crop it. At the bottom right-hand corner, there will be a little box on the crop box. Use that to change the size of the box and decide how much you want to crop from the picture. It shows what it will look like cropped to the right of the box.

When you're done, click Apply Changes. It will save your avatar. You'll go back to the settings screen, and the avatar section will look like this. If you want to change the picture, then you click Change picture. You'll do the same thing you did to pick a picture for the first time.

My picture:
[Learn more](#)

[Change picture](#)

